

BLISS PHASE II INFORMATION

Reporting Procedures. **ALL STUDENTS** will report to the Fort Bliss Post Billeting Office which is colocated with the Inn at Fort Bliss in building 1744. When you will sign in at the billeting office, you will also receive your student number and an information sheet. Soldiers assigned to Fort Bliss must also report to building 1744 and sign-in during the reporting dates. Fort Bliss soldiers need to contact the BSNCO Senior Instructor at 568-9194 for further inprocessing guidance.

1. If you arrive at the El Paso International Airport between 0800-1700, take a taxi from the airport to the Inn at Fort Bliss (bldg 1744). Once you arrive at the Inn, the billeting office will supply transportation from the Inn to your assigned billets. If you arrive between 1700-0800, take a taxi from the airport to the Inn at Fort Bliss (bldg 1744). Once you arrive at the Inn, **DO NOT** release the taxi. You will go inside the lobby, sign in, receive the information letter and your student number, and register for a room. You will take the same taxi to your assigned billets. The assigned billets may either be on Fort Bliss or Biggs Army Airfield. If you have any questions, contact the Military Assistance Desk located in the baggage claim area in the airport.

2. If you arrive by POV:

From I-10 East or West, take U.S. 54 East (Patriot Freeway).

Take the FRED WILSON ROAD exit (which is also the exit to the El Paso International Airport)

Turn East (which is away from the mountains).

Go over the bridge and turn right on MARSHALL ROAD.

As you enter Fort Bliss, ask the gate guard for directions to the Inn at Fort Bliss.

In-processing. Battle Staff will in-process students from 0900-1500 at building 11293 (East Wing) in the Sergeants Major Academy on Biggs Army Airfield on the class report date. All students should arrive at Fort Bliss NLT 1500 on the report date. The uniform for in-processing is the summer Physical Fitness Uniform. All students must report to the Fort Bliss Billeting Office prior to in-processing. You must provide the following documents during in-processing:

1. DA Form 1610 or actual orders and any amendments. **Bring at least 20 copies of your orders.**

2. DA Form 31. If you were on leave or are going on leave upon completion of this course, the DA Form 31 should cover the **entire** period of leave and TDY period and have a control number. **We do not grant ordinary leave.**

3. MPRJ (201 file). Only if you are attending the course TDY enroute to a new duty assignment.
4. DA Form 2A and DA Form 2-1. One copy of each form.
5. DA Form 3349 Physical Profile. One copy of any valid **PERMANENT** profile.

Uniforms. Duty uniform is the Battle Dress Uniform (BDU). The uniform for graduation is the BDU. Bring the following items with you:

1. BDUs, four sets minimum with black boots or jungle boots, and BDU softcap or appropriate headgear.

2. Complete Army Physical Fitness Uniform:

Gray T-shirt and gray shorts.

White socks which cover at least the ankle (no stripes, rings or logos).

Athletic running shoes.

Gray sweat shirt and sweat pants (October through April only).

Black watch cap (October through April only).

Black gloves (October through April only).

3. Identification Tags.

4. BDU Field Jacket or authorized Gortex Jacket. (October through April only)

Orders. Your TDY orders should state: "**Attached to the United States Army Sergeants Major Academy for administration and UCMJ. Government mess is unavailable due to lack of government dining facilities on Biggs Army Airfield. Government quarters are available. Soldier is (*is not*) in possession of the Government Credit Card.**" If you desire a leave or pass while enroute to or from the TDY station, your orders **must** reflect that fact.

Quarters (BEQ). Students without POVs will reside in BEQs located on Biggs Army Airfield. Students with POVs will reside in BEQs located on Fort Bliss. **No student will be required to reside off post.** Daily cost for the BEQs is \$27.00. Billeting equips each BEQ room with a bed and linen, towels and wash cloth, desk and straight back chair, desk lamp, small refrigerator, TV set, microwave, closet, and an easy chair. There is a shared latrine and shower on each floor as well as washers and dryers in each building. A limited number of clock radios are available; therefore, we recommend you bring your own. Irons and ironing boards are available in most BEQ rooms. There is no requirement to pay in advance, however, you may elect to do so after arrival. The billeting office will accept cash, personal check, the Government Credit Card, Master Card, and VISA.

Military Transportation . Military transportation is not available for the student. If the military finance office at the student's installation agrees to pay in and around mileage, the number of in and around mileage is 30 miles per day.

Civilian Attire. Summer weather in El Paso is typically hot and dry; therefore, we recommend lightweight clothing. Winter weather is generally cool, dry, and windy. We recommend a jacket or sweater. Social attire is normally casual, for example, slacks, sport shirt, etc.

Dining Facility. There is no dining facility on Biggs Army Airfield. The Academy does not issue meal cards. The Centennial Club on Biggs Army Airfield offers a lunch meal during the duty week only, with brunch on Sunday. There is a snack bar located in the Sergeants Major Academy complex that is open from 0700-1400 Monday through Friday.

Family Members. You **are not authorized** to bring your family.

Mail. You may have mail forwarded to you at the following address:

RANK, NAME

BSNCOC Class # _____

USASMA

Bldg 11291, Biggs Field

Fort Bliss, TX 79918-8002

Emergency Phone Numbers. During duty hours, contact the Senior Instructor at DSN 978-9194 or commercial (915) 568-9194. The FAX number is DSN 978-8145. After duty hours, contact the USASMA SDNCO at DSN 978-8081 or commercial (915) 568-8081.

Advance TDY Pay Information. Effective 1 May 2000, all students must possess the Government Credit Card. Units must issue a soldier the Government Credit Card prior to departure. If an Government Credit Card is not available, ensure that all advances be issued by your servicing finance office prior to your departure. You should draw your maximum advance pay of \$1,722.00 (Per diem of \$38.00 per day times 30 days times 80% plus \$27.00 per day times 30 days for BEQ). No advances will be issued at Fort Bliss.

Physical Training and Appearance. All soldiers have an individual responsibility to maintain his/her body in the best physical condition possible. It is important that each person strive for a level of physical fitness that permits total performance of assigned duties in a combat environment. It is important to remember that individuals differ in their capacity for physical training and achieve physical conditioning at widely different rates. The dry climate and high altitude (3762 ft) of El Paso affects most soldier's performance on the APFT. It is also imperative that you are aware of your own endurance levels. **PRIOR TO YOUR ARRIVAL, YOU SHOULD DRINK PLENTY OF FLUIDS TO STAY HYDRATED**, an essential key in helping you maintain your fitness level. All soldiers should present an appropriate military appearance, defined as (1) meeting the height and weight standards IAW AR 600-9 and (2) wearing a proper fitting uniform.

Miscellaneous Information.

1. Bring your health records and keep them in your possession at all times.
2. Recommend you have your eyes checked for proper vision. Some students have difficulty focusing on graphic details for long periods of time.

3. Recommend that you bring a calculator, permanent map pens, Pickett's military symbols template #1700i, and a briefcase to transport numerous documents to and from class.
4. If you bring your POV, you must register the POV with the PMO.
5. Protestant services are available on Biggs Army Airfield. Other denominational services are available on Fort Bliss.
6. **DO NOT BRING PRIVATELY OWNED WEAPONS.**
7. Military transportation is not available on Fort Bliss and Biggs Army Airfield. The BSNCO has a 15 passenger van with an assigned duty driver to assist students during non-duty hours in getting to and from the PX, commissary, sick call, hospital, etc. The van is for official use only and not authorized for off post travel.
8. Quartermaster style laundry is available on a "piece rate" basis.
9. Ensure you have made the proper legal arrangements before leaving your unit, for example, power of attorney, wills, checking accounts, allotments, etc.
10. Ensure you complete any unit administrative requirement(s), for example, NCOERs, awards, DA Form 31 (leave forms) prior to leaving your unit. **Do not try to conduct daily operations at your unit via telephone while you are in attendance at the course.**
11. You may incur some incidental expenses if you wish to purchase class memorabilia, for example, class coin/ring, T-shirt, class/group photo(s), group social events, etc.
12. DO NOT make arrangements to depart USASMA prior to 1300 on graduation day.
13. For unanswered questions, contact the BSNCO during duty hours at DSN 978-9194/9165 or commercial (915) 568-9194/9165. Fort Bliss is in the Mountain Time Zone. You can also contact the BSNCO by email, the address is: Battlestaff@bliss.army.mil
14. If you want to review references used in the BSNCO, go to [Battle Staff NCO Course Reference Library](#).